



**New York State Teachers' Retirement System**

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Web Site: [www.nystrs.org](http://www.nystrs.org)

**George M. Philip, Executive Director**

**ADMINISTRATIVE  
BULLETIN NO.**

**SUBJECT:**

*Reporting of  
Earnings By  
School Districts*

**2004-7**

**TO:** Chief School Administrators  
College and University Presidents  
School Principals  
School Contacts

**DATE:** July 2004

In July 2003, all participating STRS employers received Administrative Bulletin 2003-6, which outlined a new STRS employer reporting process scheduled to begin in July 2004. This bulletin is to inform you that this process is going forward as planned.

The new format requires reporting:

1. Directly from your payroll system on a **monthly** basis;
2. Service days worked; and,
3. Salary paid in specific categories.

Over the past year, STRS staff has worked with several participating employers that agreed to help us transition to the new format. The results of this pilot program were positive. These employers used the following payroll vendors:

Admin 2000	E-Map	Fame
Finance Manager	Infomatic	Munis
Pentamation	Tenex	Wincap

If your provider is not listed, or if the company has not been in contact with you about the STRS project, you should initiate contact and request a status update. Reminding the vendor that you have a deadline to keep is suggested.

As mentioned, the new reporting system should be tied directly to your monthly payroll. STRS is offering assistance in translating payroll (earnings) codes into the various fields of the new format. We will be happy to assist you if you send us a copy of your payroll (earnings) codes by either (1) e-mail to [employer@nystrs.state.ny.us](mailto:employer@nystrs.state.ny.us); (2) fax to **518-447-2979**; or, (3) U.S. Postal Service to NYSTRS, 10 Corporate Woods Drive, Albany, NY 12211, attention Geraldine O'Neil. We will review the codes, contact you if any clarification is needed and return the new format equivalents to you promptly.

For your convenience, the new format can also be found on our Web site at [www.nystrs.org](http://www.nystrs.org) by selecting "New Reporting Interface" on the Employers Page.

Once your changes are complete, we suggest that you send a test file to STRS. Please mark the file "**MONTHLY TEST FILE**" so that we can be sure it's treated accordingly. We will review the format and data, and provide feedback so that you will be assured of the accuracy of your report.

Following are some of the most frequently asked questions received from our pilot districts and their payroll providers—along with our answers (*italicized and in parenthesis*). Additional comments can also be found on the Web page noted above.

- What format should we send the file in? (*ASCII.*)
- Our current payroll ID has only four digits, but the new format calls for the ID in positions 46-60. What do we do? (*Provide your payroll ID and left justify.*)
- Loans and employee contributions are on the monthly report. Will we still get our monthly loan invoice? (*Yes.*)
- Will the employer and employee contributions be due monthly also? (*No. They remain due in September, October, and November, with our final bill being issued in December.*)
- Do we still submit our reports on cassette or magnetic tapes? (*You may, but we also offer the options of electronic file transfer [FTP] or, for those reporting data for less than 25 STRS members, an Excel spreadsheet.*)

Employer reporting utilizing this new format will be **mandatory** beginning July 1, 2005. However, we strongly urge you to convert to the new process sooner. STRS staff is available to work with you in order to achieve this common goal. Please contact Erica Mortimore at **800-356-3128, Ext. 4770**, if you have any additional questions.